



# Asset Enhancement Solutions, LLC

*Creative Solutions to Financial Challenges*

Non-Traditional Financing Programs  
Mergers & Acquisitions

Turnaround Consulting  
Financial Management Services

## PPP Information & Documentation Requirements

### **Corporations: S-Corp or C-Corp**

#### Required Documents:

<p><b>All businesses of this type should provide the following:</b></p>	<ul style="list-style-type: none"> <li>• Color copy of 2 government issued ID (front and back) – Passport, Drivers License, etc.</li> <li>• Organizational Documents <b>(a)</b></li> <li>• Payroll Summary Report for pay period that covered February 15, 2020</li> <li>• 2019 IRS Form W-3 for 2019 and 2020 <b>(b)</b></li> <li>• 2019 IRS Form 940 for 2019 and 2020 <b>(b)</b></li> <li>• Quarterly IRS 941s for 2019 and 2020 <b>(b)</b></li> <li>• Insurance &amp; retirement benefit summary by plan and related documentation <b>(c)</b></li> </ul>
<p><b>For 2<sup>nd</sup> Draw PPP loans</b></p>	<ul style="list-style-type: none"> <li>• If PPP Loan will be greater than \$150,000, documentation to prove the 25% or more reduction in revenue <b>(c) (d)</b></li> <li>• PPP First Draw SBA Loan Number</li> </ul>
<p><b>If you have employees outside the US</b></p>	<ul style="list-style-type: none"> <li>• PPP W-2s for employees living abroad</li> </ul>
<p><b>If you have employees making over \$100,000</b></p>	<ul style="list-style-type: none"> <li>• W-2s for employees making over \$100K</li> </ul>

**(a) Examples include:** Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation or Articles of Information.

**(b) To maximize amount of loan,** you can use either average compensation for either 2019 or 2020

**(c) See “Forms” section of Asset Enhancement Solutions Website** for templates that can assist you with presenting this information and samples of how to compile this for the lender.

**(d) Revenue reduction proof includes** tax returns, quarterly income statements, bank statements, sales tax returns or other documentation that accomplishes the same purpose.

#### Required Information:

<ul style="list-style-type: none"> <li>• Social Security Number</li> <li>• Job Title</li> <li>• Business Address</li> </ul>	<ul style="list-style-type: none"> <li>• Home Address</li> <li>• Date of Birth</li> <li>• Personal Phone Number</li> </ul>	<ul style="list-style-type: none"> <li>• Ownership % of Business</li> <li>• Business Start Date</li> </ul>
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\* **Please Note:** This only applies if you are taking a second (2<sup>nd</sup>) draw PPP loan.

\*\* **Please Note:** This is a number (EIN) that was given to you by the government when you registered your business.

\*\*\* **NAICS** is a classification system used for collecting, analyzing and publishing statistical data. It is self-assigned, meaning an individual or business selects their own code that best depicts their primary business activity. [Click here](#) to determine your NAICS code for the application.